

**State of Hawaii
Department of Public Safety
Corrections Program Services
Substance Abuse Program**

Addendum B

December 22, 2006

To

Request for Proposals

**RFP No.: PSD 07-CPS/SA-15
Correctional Work Furlough and Halfway
House Program for Women Inmates on
Oahu**

Date Issued: October 27, 2006

December 22, 2006

ADDENDUM NO. B

To

REQUEST FOR PROPOSALS

RFP No.: PSD 07-CPS/SA-15

The Department of Public Safety, Corrections Program Services Division, Substance Abuse Program is issuing this addendum to RFP No. PSD 07-CPS/SA-15, **Correctional Work Furlough** and **Halfway House** Program for Women Inmates on Oahu for the purposes of:

- ☐ Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☒ is amended to **February 20, 2006**.
- ☐ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☐ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

Marc S. Yamamoto, Purchasing and Contracts Staff

Phone: (808) 587-1215

e-mail address: marc.s.yamamoto@hawaii.gov

Address: 919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

December 22, 2006

ADDENDUM NO. B

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REQUEST FOR PROPOSALS

RFP No.: PSD 07-CPS/SA-15

**Correctional Work Furlough and Halfway House Program
for Women Inmates
on Oahu**

1. Replace "Residential" with "**Correctional**," replace "Release" with "**Furlough**" and "Reentry" with "**Halfway House**" through out the title page and the RFP Notice and cover letter.
2. Replace Section 1, page 1-1, with the attached.
3. Section 2 in its entirety (pages 2-1 through 2-10), is replaced with the attached.

Section 1 Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	Oct. 27, 2006
Distribution of RFP	Oct. 27, 2006
RFP orientation session	Nov. 15, 2006
Closing date for submission of written questions for written responses	Nov. 30, 2006
State purchasing agency's response to applicants' written questions	Dec. 15, 2006
Discussions with applicant prior to proposal submittal deadline (optional)	Dec 18 –22, 2006
Proposal submittal deadline	Feb 20, 2007
Discussions with applicant after proposal submittal deadline (optional)	Feb 21 – 28, 2007
Final revised proposals (optional)	Mar 7, 2007
Proposal evaluation period	Feb 21 thru Mar. 13, 2007
Provider selection	Mar. 14, 2007
Notice of statement of findings and decision	Apr. 4, 2007
Contract start date	Jul. 1, 2007

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

This project is to provide correctional work furlough community beds, with attending halfway house services, to women offenders transitioning from incarceration at the Women's Community Correctional Center to the community.

The purpose of the project is to successfully reintegrate these offenders through a program that will reduce the chances of re-offending while enhancing the participants' ability to be productive members of society.

B. Planning activities conducted in preparation for this RFP

The Request for Information (RFI) orientation meeting was held on October 6, 2006. Two vendors attended this RFI orientation meeting. The RFI comments were due on October 13, 2006. No comments were received.

C. Description of the goals of the service

The goal of the Correctional Work Furlough and Halfway House Program for Female Offenders is the development of necessary skills for pro-social independent living and to promote a drug free lifestyle. The halfway house program will provide for gender responsive issues, cognitive restructuring, relapse prevention, vocation/employment services, family therapy, health care, domestic violence and sex abuse services.

D. Description of the target population to be served

1. Adult female sentenced offenders, including parolees at risk of violating parole, who have met the requirements for community custody and/or pretrial detainees who are granted supervised release.

The service provider will be required to accept offenders who have been assessed as being appropriate for, or in need, of correctional work furlough and halfway house services unless the service provider presents the

Department with justifiable reason that a particular offender should not be accepted into the program. The Department will make the final determination.

E. Geographic coverage of service

Correctional work furlough and halfway house services shall be provided on Oahu.

F. Probable funding amounts, source, and period of availability

The funding available for services under this RFP is approximately \$900,090 for FY 2008 and \$900,090 for FY 2009.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. Service provider shall be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.
2. If a non-profit corporation, service provider must have a governing board whose members have no material conflict or interest and serve without compensation.
3. Service provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service provider must have a minimum of one year of successful experience in dealing with offenders and their families.
5. Service provider will be required to accept offenders who have been assessed by the Department as being appropriate for services, unless the service provider presents to the Department, justifiable reason that an offender should not be accepted into the program. The Provider shall provide only those correctional work furlough and halfway house services identified by the Department as required for the offender. The

Department shall have the final decision as to whether an offender will continue to receive correctional work furlough and halfway house services or be terminated from receiving those services.

6. To those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
 - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
 - c. Description of the activities performed to date and accompanying statistical data.
7. Comply with the Standards for Community Residential Programs of the American Correctional Association (ACA).
8. Monitor participants' behavior to ensure compliance with all State and Federal Laws and the rules and regulations of the Department.
9. Comply with the State of Hawaii Codes and Regulations (i.e., Fire Code, Health Care, etc.).

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: No planned secondary purchases.

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☐ Allowed

☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards: Not applicable.

E. Single or multi-term contracts to be awarded (Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms:

Initial term of contract: July 1, 2007 to June 30, 2009

Length of each extension: Twelve months

Number of possible extensions: One

Maximum length of contract: Three years

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension: Extensions are subject to: the availability of funds; satisfactory performance of the provider to scope of services herein, and upon prior mutual agreement in writing.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Marc Yamamoto
Planning, Programming and Budget Office
Department of Public Safety
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814
Phone (808) 587-1215 Fax (808) 587-1244

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

1. Provide a correctional halfway house setting appropriate for achievement of the program's purpose.
2. Provide for re-entry services through group or individual discussions to address offender needs in areas such as cognitive skills, life skills, substance abuse, domestic violence, physical and sexual abuse as they relate to transitioning back to the community.
3. Provide 24 hours-a-day, correctional work furlough and halfway house living arrangements and on-site accountability supervision of offenders.
4. Report all violations promptly to the Department.
5. Provide food supplies so that offenders may prepare three nutritionally adequate meals per day, of which two will be a hot meal, unless specifically waived by the Department or unless a waiver of this provision by the offender is made through a written agreement with the Provider.
6. Enable the offenders to engage in meaningful leisure, social and recreation activities.
7. Provide case management services in coordination with the Department, maintain case records and provide periodic or as requested, reports and evaluations. Services shall include referral to public and private social services, vocational placement agencies, mental health services, and other similar agencies; and monitoring the reintegration process from community halfway house programming to independent living provided the Department approves the selection of participants.
8. Instruct each offender in seeking, obtaining and maintaining approved employment. Transportation to be the responsibility of the offender and agreed upon with Service Provider and Department.
9. Instruct offenders with personal budgeting, to ensure that they have a viable plan to meet their financial obligations

and accumulate savings for use after release from incarceration.

10. Arrange for transportation for Department approved medical and dental services. Department authorized services will be paid for by the Department. Allow offenders with personal health insurance to secure personal medical services with the approval of the Department.
11. Provide classes for offenders, provide timely intervention when warranted, assistance with family matters and assistance in adjusting to independent living in the community.
12. Provide offenders with assistance in developing skills necessary for successful reintegration into the community.
13. Provide access to re-entry services in the areas of cognitive skills, substance abuse, domestic violence, physical and sexual abuse through the in-house personnel or Department approved sub-providers. Any cost not itemized in this RFP proposal will be approved by the Department before payment is made.
14. Monitor offenders living independently in the community to ensure their compliance with established conditions of the furlough agreement and treatment plans.
15. Provide urinalysis testing for the use of drugs and alcohol in accordance with Department policy and procedure COR.08.10, describing the method and tools to be used.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to Chapter 706, including a probationer serving a term of imprisonment pursuant to Section 706-624(2)(a) and a misdemeanor or petty

misdemeanant sentenced pursuant to Section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.

Due to the offenders under this contract being under the jurisdiction of the Department of Public Safety, the Service Provider shall employ staff that is suitable to deal with these offenders. The Service Provider or Sub-Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department will review and agree to the employment of service provider's staff and sub-providers in writing. The Department of Public Safety shall agree any changes to staff and/or sub-providers in writing.

2. Administrative

- a. Service provider must operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b. The Service provider must have the ability to supervise, train, and provide administrative direction relative to the delivery of services.
- c. The Service Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the **offenders** committed to the custody of the Director of Public Safety (PSD).

3. Quality assurance and evaluation specifications

The Department's Corrections Program Service Division Administrator will monitor the service provider's compliance with the service specification mandates and evaluate the services performed. The Corrections Program Service

Division Administrator, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the service specifications. Prior to such suspension of the contract by the Administrator, the service provider shall be allowed to make every effort to correct any perceived discrepancies and shall be given reasonable time to do so. The Corrections Program Service Division Administrator shall determine reasonable time.

4. Output and performance/outcome measurements

Applicant shall provide a detailed description of its outcome evaluation and measures of effectiveness and should include, but not limited to:

- Total number of offenders referred for correctional work furlough and halfway house services.
- Number of offenders accepted into the program.
- Number of offenders referred to each service component.
- Number of offenders successfully completed each service component.
- Number of offenders dropped out of each service component.
- Number of offenders terminated from the program due to misconducts (positive urinalysis, assault, etc).
- Number of offenders terminated due to criminal offense.
- Total number of drug tests (positive and negative.)
- Number of offenders completing the program and placed on extended furlough.
- Of the offenders who have completed the program, what percentage of offenders remained drug-free.
- Of the offenders who have completed the program, what percentage of offenders remained arrest-free. Conviction-free.
- Number of offenders paroled upon completing the program.

Long term measures of success include recidivism rates and adjustment in the community. However, service providers will not be evaluated on measures that occur outside of the contract period.

5. Experience

The applicant must demonstrate a minimum of five years experience in job development, employment counseling, employer relations and coordination of services for female offender population.

The applicant must demonstrate experience in training staff to work with female offenders.

The applicant must demonstrate that all current staff meet all licensing and or credential requirements.

The applicant must demonstrate experience in integrated case management with other employment services, educational institutions and social service agencies.

6. Coordination of services

The applicant must demonstrate experience in coordinating services with social service agencies such as Division of Vocational Rehabilitation, the Department of Labor Workforce Development, Labor Union training programs, University of Hawaii Community College system and Department of Health.

The applicant must demonstrate the ability to coordinate program activities, appointments and interviews with correctional counselors, security staff, parole officers, and community based offender treatment programs.

7. Reporting requirements for program and fiscal data

On the first working day of each month, the service provider will be required to fax to the Substance Abuse Services Officer the monthly list of offenders they are providing services for by facility for drug testing purposes in accordance with the Department's policy and procedure COR.08.10.

Service provider will be required to submit:

- a) Program reports filed separately from billings and marked "confidential" and forwarded to the Substance Abuse Services Office.

- b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
 - The date and time of each service, whether completed or interrupted.
 - A roster of offenders who attended each session.
 - For absent offenders, whether they were excused or unexcused.
 - A signed copy of the Attendance Sheet by provider as to accuracy and authenticity.
- c) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month.
- d) Quarterly line item expenditure reports, in a format to be approved by the Department, no later than 30 days after the close of each fiscal quarter.
- e) Report of any knowledge of criminal activity by an offender, whether potential or actual, to the Department in accordance with agreed upon procedures.

8. Pricing structure or pricing methodology to be used

Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

9. Units of service and unit rate

The Unit of Service and Unit rate shall be based on price per bed per day based on an estimated 36 beds and price per bed day in the community.

The number of beds may be increased to forty (40) provided that funds are available from under utilized vacant bed days. The bed day rate for in-community beds (community placement) will be contingent on availability of funds also from unused bed days from the over-all program budget of \$900,090 set forth by the Department. The ability to provide

services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

10. Method of compensation and payment

Payment to the provider shall be made on a reimbursement basis for direct services upon receipt of the original invoice and three copies no later than 30 days after the last session for the month.

IV. Facilities

The Service Provider shall provide a description of the facility(s) and site that will be used to meet the correctional work furlough and halfway house needs of the offenders